

NRMP Protocol Cataloguing Tool

Metadata Standard for Version 1.0

Note: Required fields are required for those protocols entered directly into NRMP cataloguing tool. See Schema for minimum fields required for uploaded records.

SECTION 1: Bibliographic Info/Goals & Objectives

Field Label: **Title**

Definition: The formal title of the protocol being described. The title should give some indication about what the protocol is designed to monitor.

Required/Optional: **Required**

Field Type: textbox

Repeatable: No

Maximum Field Length: 350 characters

Format Guidance: Drop A, An, or The if it is the first word in the protocol title. Capitalize all words in the title, except: the articles “a,” “an,” and “the”; the coordinate conjunctions “and,” “or,” and “nor”; and the infinitive “to.” Spell out any acronyms.

Field Label: **Author(s)**

Definition: The primary creator(s) of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: Yes

Maximum Field Length: 150 characters

Format Guidance: FirstName [MiddleInitial] LastName (e.g. John D. Smith) or FirstInitial [MiddleInitial] LastName (e.g. J.D. Smith). If the protocol has more than one Author, click the “+” key to the left of the field name to add a second name in a new textbox. Only one author should be entered in each textbox

Field Label: **Originating Agency**

Definition: The name of agency or organization under whose auspices the protocol was created or developed.

Required/Optional: **Required**

Field Type: textbox

Repeatable: No

Maximum Field Length: 500 characters

Format Guidance: Spell out the agency or organizational name. Do not use acronyms or abbreviations.

If the protocol was not developed by an agency or organization, but rather was published in a textbook, scholarly journal, or other formal publication, check the box next to “originator is NOT an agency” and proceed to the Citation field.

Field Label: Date of Publication

Definition: The year in which the protocol was finalized and issued. This may be a formal publication date, if the protocol was published in a text or within the scholarly literature, or it may be a date when a protocol was implemented by an agency or organization.

Required/Optional: **Required**

Field Type: textbox

Repeatable: No

Maximum Field Length: 4 characters

Format Guidance: YYYY (e.g. 2006)

Field Label: Relation to Another Protocol in NRMP Library

Definition:

Required/Optional: **Required**

Field Type: radio-buttons

Available Values:

- ☐ No relation to another protocol in NRMP Library {**Default value**}
- ☐ This protocol is a modification of [link to another protocol GUI-ID in NRMP]
- ☐ This protocol replaces the protocol [link to another protocol GUI-ID in NRMP]
- ☐ This protocol is replaced by the protocol [link to another protocol GUI-ID in NRMP]

Repeatable: No

Maximum Field Length: n/a

Format Guidance: Default setting will be “no relation....”

Field Label: Citation

Definition: The minimum amount of information needed to identify or to locate an item quickly and efficiently. Details usually include author, title, date of publication, and, if applicable, journal title and volume. Providing Citation information is important when the originator of a protocol is not an agency or organization; the citation will enable potential users to locate a legal copy of the protocol in accordance with publisher copyright restrictions. Note that completion of this field is required when “originator is NOT an agency” has been checked in the “Originating Agency” field; it is optional if an Originating Agency exists.

Required/Optional: Optional when “Originating Agency” is completed; **Required** when “Originator is not an Agency” is checked.

Field Type: textbox

Repeatable: No

Maximum Field Length: 1000 characters

Format Guidance: Provide the following two examples to the right of the textbox for style guidance:

Examples:

Jaeger, R.G. 1994. Transect Sampling. Pages 103-106. In Heyer, W.R., M.A. Donnelly, R.W. McDiarmid, L.C. Hayek, and M.S. Foster, editors. Measuring and Monitoring Biological Diversity: Standard Methods for Amphibians. Smithsonian Institution Press, Washington, D.C.

Washington-Allen, R.A., N.E. West, R.D. Ramsey, and R.A. Efroymson. 2006. A Protocol for Retrospective Remote Sensing-Based Ecological Monitoring of Rangelands. Rangeland Ecology & Management 59: 19-29.

Field Label: URL to Online Protocol

Definition: The Uniform Resource Locator, generally an http:// file path, to a protocol that is publicly available on the Web.

Required/Optional: **Required**

Field Type: radio-buttons (one with a textbox)

Available Values:

☐ Protocol URL _____ {default value}

☐ Protocol not available online

Repeatable: No

Maximum Field Length: 250 characters for Protocol URL textbox

Format Guidance: If the protocol is not freely available through the Web, due to copyright restrictions or lack of a digital copy, select "Protocol is not available online." If a Web version of the protocol is available for public access, select "Protocol URL:" and then enter the complete file path (*including* http://) in the textbox.

Field Label: Protocol Keywords

Definition: Subject terms that describe the focus or scope of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: Yes

Maximum Field Length: 500 characters

Format Guidance: Enter each self-selected subject keyword in its own textbox. Enter the first keyword; to enter a second keyword, click the "+" button; when a second textbox appears, enter the second keyword in this box. Repeat as necessary.

NOTE: This field is for subject keywords/concepts only. Do not enter species names or place names in the Protocol Keywords field; species names and place names are entered later in your record.

Field Label: Copyright

Definition: Copyright is a form of protection provided by the laws of the United States (title 17, US Code) to the authors of "original works of authorship," including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Copyright may be held by an individual, or by a company, agency, or organization. Material that is uncopyrighted, whose copyright has expired, or is the product of a federal agency of the United States Government, is considered to be within the Public Domain.

Required/Optional: **Required**

Field Type: Dropdown picklist

Available Values:

☐ Copyright held by Originating Agency

☐ Copyright held by Author(s)

☐ Public Domain

☐ Unknown

Multiple Values Selectable: No

Maximum Field Length: 100 characters

Format Guidance: Choose a copyright value from the dropdown menu. Only one value may be selected.

Field Label: Purpose/Objective/Goals

Definition: A brief, narrative description of the purpose of the protocol – why is it needed – and what specific research questions or goals it addresses.

Required/Optional: Required

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidance: Enter the narrative summary in the textbox.

Field Label: Management Question(s) Addressed

Definition: Conveys what topical monitoring issue or problem of relevance to the natural resources management community is addressed by the protocol.

Required/Optional: Required

Field Type: checkboxes

Multiple Values Selectable: Yes

Available Values:

Fire
Extreme weather events
Climate change
Threatened and endangered species
Restoration--aquatic/terrestrial
Wilderness character
Recreation impacts
Land use conversion
Population status and trends
Noise effects
Light pollution
Agricultural practice
Herbivory effects
Invasives--aquatic/terrestrial
Insect infestations
Disease/pathogens
Contaminants--water, soils, air, biota
Renewable resource use--plant, animal
Resource extraction
Other _____

Maximum Field Length: for “Other”, 100 characters

Format Guidance: Controlled list of values, selectable via checkboxes. More than one value may be selected. Metadata creators may enter an issue or problem not addressed in the controlled list by checking “other” and then entering the value in the adjacent textbox.

Section 2: Primary Focus & Extent

Field Label: **Primary Monitoring Focus**

Definition: A framework/hierarchy that classifies the protocol according to its major scientific discipline, and then its particular topical focus. This allows users to locate protocols related to a specific discipline, species, habitat, condition, or group of interest.

Required/Optional: **Required**

Field Type: Hierarchical Checkboxes

Multiple Values Selectable: Yes, at all Levels

Format Guidance: Values for this field must follow the framework articulated below. At least one selection at Level 1 is required for creation of a valid record; however, it is highly desirable for users to provide more specific metadata as articulated in levels 2-3 or 2-4.

[Level 1] **Air & Climate**

[Level 2] *Air Quality*

[Level 3] Ozone
Wet and Dry Deposition
Visibility and Particulate Matter
Air Contaminants

[Level 2] *Weather and Climate*

[Level 1] **Geology and Soils**

[Level 2] *Geomorphology*

[Level 3] Windblown Features and Processes
Glacial Features and Processes
Hillslope Features and Processes
Coastal/Oceanographic Features and Processes
Marine Features and Processes
Stream/River Channel Characteristics
Lake Features and Processes

[Level 2] *Subsurface Geologic Processes*

[Level 3] Geothermal Features and Processes
Cave/Karst Features and Processes
Volcanic Features and Processes
Seismic Activity

[Level 2] *Soil Quality*

[Level 3] Soil Function and Dynamics

[Level 2] *Paleontology*

[Level 1] **Water**

[Level 2] *Hydrology*

[Level 3] Groundwater Dynamics
Surface Water Dynamics
Marine Hydrology

[Level 2] *Water Quality*

[Level 3] Water Chemistry
Nutrient Dynamics
Toxics
Microorganisms
Aquatic Macroinvertebrates and Algae

[Level 1] **Biology**

[Level 2] *Taxonomic Groups*

[Level 3] **Microbes**

[Level 4] Specific Species [Scientific Name & Common Names]

[Level 3]	Lichens	[Level 4] Specific Species [Scientific Name& Common Names]
[Level 3]	Plants, vascular	[Level 4] Specific Species [Scientific Name & Common Names]
[Level 3]	Plants, non-vascular	[Level 4] Specific Species [Scientific Name & Common Names]
[Level 3]	Invertebrates	[Level 4] Specific Species [Scientific Name & Common Names]
[Level 3]	Amphibians	[Level 4] Specific Species [Scientific Name & Common Names]
[Level 3]	Reptiles	[Level 4] Specific Species [Scientific Name & Common Names]
[Level 3]	Fishes	[Level 4] Specific Species [Scientific Name & Common Names]
[Level 3]	Birds	[Level 4] Specific Species [Scientific Name & Common Names]
[Level 3]	Mammals	[Level 4] Specific Species [Scientific Name & Common Names]

Notes:

- provide a lookup tool to ITIS for Level 4. Selection from lookup tool will populate both Scientific and Common Names fields
- must be able to select multiple Level 3s under Taxonomic Groups
- Level 4 should be a REPEATABLE field within a given Level 3 selection

[Level 2]	Habitats	
[Level 3]	1. Forest	[Level 4] 1.1. Boreal 1.2. Subarctic 1.3. Subantarctic 1.4. Temperate 1.5. Subtropical/Tropical Dry 1.6. Subtropical/Tropical Moist Lowland 1.7. Subtropical/Tropical Mangrove 1.8. Subtropical/Tropical Swamp 1.9. Subtropical/Tropical Moist Montane
[Level 3]	2. Savanna	[Level 4] 2.1. Dry Savanna 2.2. Moist Savanna
[Level 3]	3. Shrubland	[Level 4] 3.1. Subarctic 3.2. Subantarctic 3.3. Boreal 3.4. Temperate 3.5. Subtropical/Tropical Dry 3.6. Subtropical/Tropical Moist 3.7. Subtropical/Tropical High Altitude 3.8. Mediterranean-type Shrubby Vegetation
[Level 3]	4. Grassland	[Level 4] 4.1. Tundra 4.2. Subarctic 4.3. Subantarctic 4.4. Temperate 4.5. Subtropical/Tropical Dry Lowland 4.6. Subtropical/Tropical Seasonally Wet/Flooded Lowland 4.7. Subtropical/Tropical High Altitude
[Level 3]	5. Inland Waters	[Level 4] 5.1. Permanent Rivers/Streams/Creeks [includes waterfalls] 5.2. Seasonal/Intermittent/Irregular Rivers/Streams/Creeks 5.3. Shrub Dominated Wetlands 5.4. Bogs, Marshes, Swamps, Fens, Peatlands 5.5. Permanent Freshwater Lakes [over 8 ha] 5.6. Seasonal/Intermittent Freshwater Lakes [over 8 ha] 5.7. Permanent Freshwater Marshes/Pools [under 8 ha] 5.8. Seasonal/Intermittent Freshwater Marshes/Pools [under 8 ha] 5.9. Freshwater Springs and Oases

		5.10. Tundra Wetlands [includes pools and temporary waters from snowmelt]
		5.11. Alpine Wetlands [includes temporary waters from snowmelt]
		5.12. Geothermal Wetlands
		5.13. Permanent Inland Deltas
		5.14. Permanent Saline, Brackish or Alkaline Lakes
		5.15. Seasonal/Intermittent Saline, Brackish or Alkaline Lakes and Flats
		5.16. Permanent Saline, Brackish or Alkaline Marshes/Pools
		5.17. Seasonal/Intermittent Saline, Brackish or Alkaline Marshes/Pools
		5.18. Karst and Other Subterranean Hydrological Systems [inland]
[Level 3]	6. Rocky Areas [e.g. inland cliffs, mountain peaks]	
[Level 3]	7. Caves and Subterranean Habitats (non-aquatic)	
	[Level 4]	7.1. Caves
		7.2. Other Subterranean Habitats
[Level 3]	8. Desert	
	[Level 4]	8.1. Hot
		8.2. Temperate
		8.3. Cold
[Level 3]	9. Sea	
	[Level 4]	9.1. Open
		9.2. Shallow [usually less than 6 m deep at low tide; includes sea bays and straits]
		9.3. Subtidal Aquatic Beds [kelp beds, sea- grass beds and tropical marine meadows]
		9.4. Coral Reefs
[Level 3]	10. Coastline	
	[Level 4]	10.1. Rocky Shores [includes rocky offshore islands and sea cliffs]
		10.2. Sand, Shingle or Pebble Shores [includes sand bars, spits, sandy islets, dune systems]
		10.3. Estuarine Waters
		10.4. Intertidal Mud, Sand or Salt Flats
		10.5. Intertidal Marshes [includes salt marshes]
		10.6. Coastal Brackish/Saline Lagoons
		10.7. Coastal Freshwater Lagoons
		10.8. Karst and Other Subterranean Hydrological Systems [marine/coastal]
[Level 3]	11. Artificial - Terrestrial	
	[Level 4]	11.1. Arable Land
		11.2. Pastureland
		11.3. Plantations
		11.4. Rural Gardens
		11.5. Urban Areas
		11.6. Subtropical/Tropical Heavily Degraded Former Forest
[Level 3]	12. Artificial - Aquatic	
	[Level 4]	12.1. Water Storage Areas (over 8 ha)
		12.2. Ponds (below 8 ha)
		12.3. Aquaculture Ponds
		12.4. Salt Exploitation Sites
		12.5. Excavations (open)
		12.6. Wastewater Treatment Areas
		12.7. Irrigated Land [includes irrigation channels]
		12.8. Seasonally Flooded Agricultural Land
		12.9. Canals and Drainage Channels, Ditches
		12.10. Karst and Other Subterranean Hydrological Systems [human-made]
[Level 3]	13. Introduced Vegetation	
[Level 3]	14. Other	
[Level 3]	15. Unknown	

[Level 1] Landscapes

- [Level 2] *Fire and Fuel Dynamics*
 - [Level 3] Land Cover and Use
- [Level 2] *Extreme Disturbance Events*
 - Soundscape*
 - Viewscape*
 - [Level 3] Viewscape
 - Dark Night Sky
- [Level 2] *Nutrient Dynamics*
 - [Level 3] Nutrient Dynamics
- [Level 2] *Energy Flow*
 - [Level 3] Primary Production

The following primary focus areas are under development and not selectable at this time. They will become available in a future release of the tool.

[Level 1] Social

[Level 1] Economic

Field Label: Sampling Frequency

Definition: The interval between the collection of successive samples or measurements

Required/Optional: **Required**

Field Type: Radio buttons

Multiple Selections Possible: No

Available Values:

☐ Continually

☐ Daily

☐ Weekly

☐ Monthly

☐ Annually

☐ As needed

☐ Irregular

☐ None planned

☐ Unknown

Maximum Field Length: 25 characters

Format Guidelines: Select one value from the available options.

Field Label: Description of Spatial Extent

Description: Short description of the geographic domain within which the protocol may be applied. This may be a specific place, a locality, a region, or a larger area. Additionally, it may reference a specific habitat or ecosystem.

Required/Optional: Required

Field Type: textbox

Repeatable: No

Maximum Field Length: 2000 characters

Format Guidance: Some examples:

- Olympic National Park
- Larimer, Teller, Saguache, and Alamosa Counties, Colorado.
- Ponds and reservoirs larger than 2 acres in Jefferson County, Colorado.
- Three Sisters Wilderness Area, Mink Lake Basin, Oregon.
- All counties within the state of Maine.
- Wetland areas in the Willamette Valley, Oregon.
- Coastal areas of the Eastern coast of the United States.
- Any forested habitat in the continental United States or Canada.
- Focusing on coastal areas, starting with Great Lakes, Atlantic, Gulf and West Coast, not Alaska.
- The majority of the monitoring will take place in the Rock Creek drainage, a headwater stream in northeastern Denali National Park and Preserve. Denali National Park and Preserve is located in the central Alaska Range, approximately 210 km southwest of Fairbanks, Alaska.

Section 3: Protocol Elements

Field Label: Sampling Design

Description: Indicates the presence or absence of a discussion of sampling design in the protocol. A sampling design component might include these elements:

- Rationale for selecting this sampling design over others.
- Site selection criteria; populations being sampled; location selection
- Sampling frequency and replication, including recommended number and location of sampling sites
- Recommended frequency and timing of sampling
- Level of change that can be detected for the amount/type of sampling being instituted.

Required/Optional: Required

Field Type: radio buttons

Available Values:

- Included in Protocol
- Not included in Protocol

Multiple Values Selectable: No

Maximum Field Length: 25 characters

Format Guidelines: Select one of the two options presented.

Field Label: Sampling Design Abstract

Description: An optional narrative summary of the sampling design component of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidelines: Enter summary information in the textbox.

Field Label: Field or Laboratory Methods

Description: Indicates the presence or absence of a discussion of field or laboratory methods in the protocol. A field or laboratory methods component might include these elements:

- Field season preparations and equipment setup (including permitting/compliance procedures)
- Sequence of events during field season
- Details of taking measurements, with example field forms
- Post-collection processing of samples (e.g., lab analysis, preparing voucher specimens)
- End-of-season procedures

Required/Optional: **Required**

Field Type: radio buttons

Available Values:

- Included in Protocol
- Not included in Protocol

Multiple Values Selectable: No

Maximum Field Length: 25 characters

Format Guidelines: Select one of the two options presented.

Field Label: Field or Laboratory Methods Abstract

Description: An optional narrative summary of the field or laboratory methods component of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidelines: Enter summary information in the textbox.

Field Label: Data Handling

Description: An indication of the presence or absence of a discussion of data handling in the protocol. A data handling component might include the following elements:

- Metadata procedures
- Overview of database design
- Data entry, verification and editing
- Data archival procedures

Required/Optional: **Required**

Field Type: radio buttons

Available Values:

- Included in Protocol
- Not included in Protocol

Multiple Values Selectable: No

Maximum Field Length: 25 characters

Format Guidelines: Select one of the two options presented.

Field Label: Data Handling Abstract

Description: An optional narrative summary of the data handling component of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidelines: Enter summary information in the textbox.

Field Label: Data Reporting

Description: Indicates the presence or absence of a data reporting in the protocol. A data reporting component might include the following elements:

- Recommended report format with examples of summary tables and figures
-

Required/Optional: **Required**

Field Type: radio buttons

Available Values:

- Included in Protocol
- Not included in Protocol

Multiple Values Selectable: No

Maximum Field Length: 25 characters

Format Guidelines: Select one of the two options presented.

Field Label: Data Reporting Abstract

Description: An optional narrative summary of the data reporting component of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidelines: Enter summary information in the textbox.

Field Label: Training/Expertise Requirements

Description: Indicates the presence or absence of training or expertise requirements in the protocol. A training or expertise requirements component might include the following elements:

- Roles and responsibilities
- Qualifications
- Training procedures

Required/Optional: **Required**

Field Type: radio buttons

Available Values:

- Included in Protocol
- Not included in Protocol

Multiple Values Selectable: No

Maximum Field Length: 25 characters

Format Guidelines: Select one of the two options presented.

Field Label: Training/Expertise Requirements Abstract

Description: An optional narrative summary of the training/expertise component of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidelines: Enter summary information in the textbox.

Field Label: Analytical Methods

Description: Indicates the presence or absence of analytical methods in the protocol. An analytical methods component might include the following elements:

- Recommendations for routine data summaries and statistical analyses to detect change
- Recommended methods for long-term trend analysis (e.g., every 5 or 10 years)

Required/Optional: **Required**

Field Type: radio buttons

Available Values:

- Included in Protocol
- Not included in Protocol

Multiple Values Selectable: No

Maximum Field Length: 25 characters

Format Guidelines: Select one of the two options presented.

Field Label: Analytical Methods Abstract

Description: An optional narrative summary of the analytical methods component of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidelines: Enter summary information in the textbox.

Field Label: References

Description: Indicates the presence or absence of references or works used to develop, and cited in, the protocol.

Required/Optional: **Required**

Field Type: radio buttons

Available Values:

- Included in Protocol
- Not included in Protocol

Multiple Values Selectable: No

Maximum Field Length: 25 characters

Format Guidelines: Select one of the two options presented.

Field Label: References Abstract

Description: An optional narrative summary of the references component of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidelines: Enter summary information in the textbox.

Field Label: Operational Requirements

Description: Indicates the presence or absence of an operational requirements component in the protocol. An operational requirements component might include the following elements:

- Annual workload and field schedule
- Facility and equipment needs
- Startup costs and budget considerations

Required/Optional: **Required**

Field Type: radio buttons

Available Values:

- Included in Protocol
- Not included in Protocol

Multiple Values Selectable: No

Maximum Field Length: 25 characters

Format Guidelines: Select one of the two options presented.

Field Label: Operational Requirements Abstract

Description: An optional narrative summary of the operational requirements component of the protocol.

Required/Optional: Optional

Field Type: textbox

Repeatable: No

Maximum Field Length: 4000 characters

Format Guidelines: Enter summary information in the textbox.

Section 4: Expertise and Use

Field Label: Status

Definition: The present state or condition of the protocol as it relates to peer-review, implementation, and development.

Required/Optional: **Required**

Field Type: Dropdown picklist

Available Values:

- 1 – Widely implemented; peer-reviewed and field tested
- 2 – Peer-reviewed and tested, but has not been widely implemented
- 3 – Nearly finalized. Peer-reviewed, but field testing ongoing
- 4 – Draft protocol, still in active development
- 5 – Legacy protocol or methodology; for historical or information purposes
- 6 – Intended primarily for educational or public involvement purposes
- 7 – Unknown

Multiple Values Selectable: No

Maximum Field Length: 100 characters

Format Guidelines: Choose one value from the options presented.

Field Label: Protocol Expertise/Support Contact Name

Definition: A repeatable field that allows agencies to specify designated personnel to other employees within their respective agencies who have expertise in the application and/or design of the particular protocol.

Required/Optional: Optional

Field Type: Textbox

Repeatable: Yes (entire grouping of fields)

Maximum Field Length: 100 characters

Format Guidelines: Enter name in the format FirstName [MiddleInitial] LastName (e.g. John D. Smith) or FirstInitial [MiddleInitial] LastName (e.g. J.D. Smith).

Field Label: Protocol Expertise/Support Contact Agency

Definition: The agency or organization with whom the protocol expert is employed.

Required/Optional: Optional

Field Type: Textbox

Repeatable: No

Maximum Field Length: 500 characters

Format Guidelines: Spell out the agency or organizational name. Do not use acronyms or abbreviations.

Field Label: Protocol Expertise/Support Contact Area(s) of Expertise

Definition: Keywords that describe scientific areas of study in which the protocol expert demonstrates expertise.

Required/Optional: Optional

Field Type: Textbox

Repeatable: No

Maximum Field Length: 300 characters

Format Guidelines: Enter self-selected keywords in comma-delimited format.

Field Label: Protocol Expertise/Support Contact Phone Number

Definition: The official phone number at which the Project Contact may be reached to answer questions about the protocol.

Required/Optional: Optional

Field Type: Textbox

Repeatable: Yes (entire grouping of fields)

Maximum Field Length: 25 characters

Format Guidelines: Enter the phone number in the order in which the numbers must be dialed. For countries outside of the United States, please enter the relevant country code at the beginning of the series. Also, be sure to include any area codes.

Field Label: Protocol Expertise/Support Contact Email Address

Definition: The official electronic mail address at which the Project Contact can receive written inquiries about the Protocol.

Required/Optional: Optional

Field Type: Textbox

Repeatable: Yes (entire grouping of fields)

Maximum Field Length: 150 characters

Format Guidelines: Enter the electronic mail address in the accepted Internet format of person@domain.namespace (e.g. janedoe@federalagency.gov).

Field Label: **Monitoring Project(s) Using This Protocol**

Definition: This field creates a hyperlink between this specific protocol and existing projects entered into NRMP that are utilizing it as a formal blueprint for conducting a monitoring activity. Linking this protocol to a project or multiple projects will also create a reciprocal link in a project's metadata record to this protocol.

Required/Optional:

Field Type: Lookup tool to NRMP Projects Database; creates hyperlink to projects in the NRMP database that cite this protocol.

Maximum Field Length: 250 characters

Format Guidelines: This field is not for use if project is not in NRMP Projects database.